

Date Booked: _____ Setup Day: _____ Time: _____
 Requested Date: _____ Event Time: _____ To: _____
 Requested Room: _____ Total Time: _____

CONTACT INFORMATION

Contact Name: _____ Phone: _____
 Bus./Org.: _____ Cell Phone: _____
 Address: _____
 Email: _____ Event Name: _____

EVENT/ROOM DETAILS

Guests Attending: _____ Table Cloths: Yes No Black
 How Many Tables? **\$10/Each How many?: _____
 Round (Seats 8): _____ Long (Seats 6-8): _____
 Cocktail Tables: _____ Kitchen Access: Yes No
 (Max Seating w/ rd. tables = 120) Catering Service: Yes No
 Caterer: _____

Equipment Needed (No Additional Charge)

_____ 200" LED Wall _____ Bluetooth Access
 _____ 2 75" TVs _____ Laptop requires driver's license with front desk during use
 _____ Podium with Computer Features _____ Microphone
 Other: _____

Requests to see museum free of charge? Yes Self-Guided Guide (if available) No

PAYMENT

Weekday (Monday – Thursday) Before 5pm — \$600 (1/2 Down \$300) After 5pm — \$750 (1/2 Down \$350)
 Weekend (Friday – Sunday) Before 5pm — \$1000 (1/2 Down \$500) After 5pm — \$1200 (1/2 Down \$600)

Museum Members \$25.00 Discount

Additional fees for set-up day before event — see agreement

Total Amount Due: _____

1/2 Down Amount: _____

Payment Date: _____

Method: Check Cash Credit Card

Taken By: _____

How did you hear about us?: _____

Booked by: _____

Notes: _____

Payment in Full: _____

Payment Date: _____

Method: Check Cash Credit Card

Taken By: _____

Number in Attendance: _____ Entered Adm POS: _____

Agreement Rc'd: _____ Deposit: _____ Confirmed: _____ Pd in full: _____